



City Officials

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The Burlingame Buzz

New Facilities

The City Council recently approved a plan developed by staff to relocate the public works department. Currently the department operates out of two separate sites. The main site is the area near the power plant just south of the Elementary School. The second site is the area used as the brush dump.

Most of the operations will be located on the property recently obtained by the City near the railroad tracks. This area was used by the railroad years ago, but recently has been overgrown with weeds and brush and was not used for anything productive. The new site will be about five acres in size and will be the

base of operations for Public Works.

The city plans to build three new metal buildings with a separate bulk storage shed and bulk fuel storage. There will also be room for the storage of items such as culverts, transformers, and electrical poles.

The new site will allow for a better utilization of city resources and construction will be funded through a grant called KAN-STEP and allow the city to move equipment and material out of the current site to improve the looks and safety around the school.

To use the KAN-STEP grant, the city must provide the volunteer labor to perform the



construction.

City staff is circulating lists to sign up volunteers to help with this project. If you would like to sign up to help, see one of the public works staff or stop in at City Hall and talk to the City Administrator.

If you have any questions about this project stop by City Hall or send us an e-mail.

October Meetings

- October 3—City Council @ 7:00pm
- October 12—Planning Commission @ 7:00pm
- October 17—City Council @ 7:00pm

Administrator's Activities

This has been a busy summer with many things happening. We are continuing with several projects including utilities in Fast Subdivision, preparing for the Phase 1 water project, and creating a couple of new committees.

The city will be creating a Beautification Committee to help staff in enforcing ordinances and recommending incentive programs to help clean up the community. Another committee will be set up to begin fund raising for a new pool. The existing pool has

been around for about 30 years and needs to be replaced. To keep from raising taxes to pay for a new pool, we hope to raise enough funds to help pay for a new pool in several years. If you would like to volunteer for a committee, contact the City Administrator.

2006 Budget



The budget for 2006 was recently adopted by the City Council. The budget increased from about \$4.4 million in 2005 to a proposed budget of \$11.1 million in 2006.

While this may seem like a huge increase there are several reasons for the increase. The first is the budget includes three large projects; a new swimming pool, phase 1 water improvement project and phase 2 water improvement project. These three projects accounted for \$4.1 million of the budget with a majority of the money coming from grant sources.

Projects

At this time the swimming pool and the phase 2 water project will not be completed in 2006. They will be delayed to allow staff time to find additional funding sources to minimize the impact on the citizens of Burlingame.

Some of the street capital projects include street improvements, new sidewalks, and some curb and gutter replacements. Money has been set aside to replace some electric and gas lines around town. The locations of these projects will be determined this winter. This will allow staff to prepare plans, specifications, timelines, and detailed cost estimates to allow for the quick and efficient completion of these projects.

We set aside some money in each of the utilities to help pay for extensions to serve new

areas if they are developed.

Another project approved in the 2006 budget and already authorized by the council is radio read meters for the utilities. This project is covered in more detail on the next page.

Vehicles and Equipment

The city also budgeted some money to replace a few vehicles next year. The old orange dump truck is scheduled to be replaced with a dump truck similar to the white one we have now. The purple dump truck will also be sold, but we won't replace it this year. We believe that we can accomplish the goals of the city with just the two newer trucks.

We have money to purchase another paneled utility truck. This will replace one of the older trucks for the utility department. We will then remove the utility bed from the older truck and fit a new bed onto the truck to be used by our animal control officer. This will allow us to retire the current animal control vehicle, which is an older vehicle and will be needed repairs as time goes on. We are tracking all repairs on vehicles to ensure that we are not spending more money repairing a vehicle or piece of equipment than it is worth. If a piece of equipment becomes too expensive to maintain, then staff can present this information to the council for possible action.

Other equipment included in the 2006 budget is a new mower and weed trimmer for

the parks department, a new animal carrier, two in-car computers, and two digital cameras for the Police Department.

Office Equipment/Software

We budgeted money this year to replace one of the front office printers and for a new scanner. The printer will allow for color printing and will allow for 11" x 17" prints. This will give more capabilities to the front office in creating new publications for the council and the public. The front office has had a need for a scanner for some time and previously has utilized scanners belonging to staff members. This will give staff some additional capabilities to create new publications in-house and also to make some new information available on the City's web site.

Money is budgeted to keep the city's antivirus software updated to prevent potential problems. We also budgeted money for other office software if deemed necessary during 2006.

Summary

There are many things planned for 2006 and staff will be pushed to complete all these projects. We also hope to continue our volunteer program next year to assist crews in completing some of the tasks and help stretch your tax dollars even further. If you have any questions about the budget, please stop in at City Hall and we will be happy to assist you.

City Clerk's Office

In July, Cheryl Holloway the City Clerk retired after 22 years of service to the City of Burlingame. Her experience and knowledge of the position will be greatly missed.

The City is currently advertising for a new city clerk and we hope to have the position filled before the end of October.

Due to the current lack of staff in the front office, we will be closing City Hall from noon to 1pm each day for lunch. We apologize for any inconvenience this may cause. We will be open from noon to 1pm once a new city clerk is hired.

Staff will work on installing a new radio read metering system. This will allow us to save several hours of staff time each

month in the billing process.

Once we have more information and a better timeline on installing the new system, staff will propose a new billing schedule to help reduce the time between the use of the utility and the time the bill is due. We are planning the new schedule to keep the 15th of the month the bill's due date. This will allow customers to stay on the same schedule for paying bills.

The change will be made gradually over several months to minimize the effect on all utility customers. We will have more information available in the city newsletter as it becomes available.

Hopefully many of you have

visited the city's web site at www.burlingameks.gov. We have plenty of information including council agendas and minutes, the city's zoning code, and some economic development information. We have not included any new updates recently, but we are planning for some new updates and will continue to post information such as minutes and agendas as time allows once a new city clerk is hired.

If you have any information that you would like to see on the web site, e-mail the City Administrator and we will see if we can accommodate your request.



City Hall will be closed from noon to 1pm until a new city clerk is hired.

Public Works

At the meeting on September 19th the City Council approved a contract with T.A.C. to install new radio read meters for the water, gas, and electric systems.

This project will drastically reduce the amount of staff time devoted to reading meters and preparing the bills each month. Currently it takes about 12 days to read all the meters, input the information, and prepare the bills for mailing. During this process it takes 80 man hours or more to complete all the tasks.

Crews are working on installing new utilities in Fast Subdivision in anticipation of some

new houses being built. Crews should be completed with the gas and electric lines by the end of September. Water and sewer extensions will take longer since plans must be completed by staff and submitted to the state for approval. The City Administrator is also a licensed engineer and will complete the plans to help save money on professional engineering services.

Crews will soon begin working on tree trimming. This will involve most of the department and take several weeks to complete. Trees will be trimmed back around all the

electrical lines and around the streets and alleys that have become overgrown.

If you are aware of any branches that may be an issue in an alley or street please call City Hall or send an e-mail to the City Administrator to have crews take care of the problem.

Crews will also be working on the new Public Works facility described on page 1 of this newsletter. This new facility will allow crews to relocate all equipment and material to the new site and allow the city to use the current facilities for other uses.

New radio read meters will be installed beginning in 2005. These meters will allow for better information and less manpower to gather the information.



City of Burlingame

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We're on the Web! Come check us out.

www.burlingameks.gov

Where Rail Crosses Trail.



Grocery Store

As you may have heard, progress is being made toward a new grocery store in town.

The City and Chamber of Commerce recently purchased a study on the feasibility of a grocery store. The study can be used to provide information to other existing or potential businesses.

The study indicated that a grocery store could be economically feasible, but concessions from the city may be necessary to begin with to help offset start-up costs.

The city has a grocer with more than 30 years experience in small town grocery stores interested in starting up a new store. We have talked to him

and developed a potential site to build a new store. The new store would be located on several lots adjacent to Lincoln Avenue just east of Dacotah Street. This site allows for the size of store desired, about 12,000 square feet, 50 to 60 off-street parking stalls, and room for future growth. The front of the store would be on the south side of the store so it would face Santa Fe Avenue. Several different sites were looked at but this site was determined to be the best. There was a strong desire to keep a new store in the downtown area as opposed to somewhere on the edge of town.

A map of the proposed store is shown above. A larger map is

hanging in the front office of city hall if you would like to stop in and see it.

The City Council has authorized the City Administrator to talk to the property owners affected by this proposal to discuss the potential sale of their property. Once he has talked to them, the information will be provided to the City Council for review and possible action.

If you have any questions or concerns about this proposed store, please stop in City Hall and talk to Kurt Hassler the City Administrator or talk with the Mayor or one of the Council Members.

